



Chapter Chairperson Duties

The Chairperson is the executive officer of the chapter.

1. Chairperson shall preside over the Chapter meetings.
 - a. Insures that Chapter meeting is held monthly and in accordance with the Oxford House Chapter manual.
 - b. Uses parliamentary procedure in conducting meetings.
 - c. Shall prepare an agenda before regular Chapter meeting and distribute to all Chapter officers/House Presidents.
 - d. Insure that the democratic process is followed.
2. Chairperson shall act as ex-officio representative to local agencies, media, landlords, etc. where Chapter interests are concerned.
3. Chairperson shall work with other Chapter officers to:
 - a. Conduct monthly audits on Chapter checking account with Chapter Treasurer and Comptroller.
 - b. Shall appropriately delegate responsibility of Chapter business to appropriate Chapter officers/members, and stand ready to assist when necessary.
 - c. Shall ensure all Chapter officers' fulfill their individual duties, including correspondence with Oxford House World Services office.
4. Chairperson shall represent their Chapter at the State or Regional Association meetings.
5. Shall report any Chapter/ State Association activity, to Chapter at regular meetings.

Chapter Chairperson's role on the State or Regional Association:

1. Be informed on issues being handled by the Association by reading the minutes of previous meetings and reviewing the agenda for upcoming meetings.
2. Bring all required paperwork and payments:
 - a. Chapter summary report.
 - b. Properly signed checks for dues and any loan payments. Loan and dues payments should be made with separate checks.
 - c. Audit for Chapter checking account along with a copy of bank statements.
3. Represent the group conscience of the houses in your chapter and be respectful of other opinions.